



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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WILLIAM T FUJIOKA  
Chief Executive Officer

June 5, 2009

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## **SUBMISSION OF 2008-09 MAPP SELF-ASSESSMENTS AND 2009-10 MAPP GOALS**

This memorandum is to provide you with specific due dates for submission of your Management Appraisal and Performance Plan (MAPP) 2008-09 Self-Assessments and 2009-10 Goals. Your 2009-10 MAPP Goals should be developed collaboratively with the input of Board offices, Deputy Chief Executive Officers (DCEOs), and other department heads. Additionally, in a May 22, 2009 memorandum, this Office provided you with recommendations for 2009-10 Risk Management MAPP Goals, as required by the Board. Determination of ratings/merit adjustments (or providing recommendations for those department heads reporting to the Board) will be based on proven results in the achievement of difficult, high priority goals. With the fiscal crisis impacting all levels of government, attainment of efficiency initiatives, whether departmental, multi-departmental, or countywide, will be a major consideration factor in our determination/recommendation.

One significant change for this year is that your 2009-10 MAPP Goals will be submitted via Performance Net, a Web-based employee performance system implemented by the Department of Human Resources (DHR). You will have access to the Performance Net on June 15, 2009. An online course, "Performance Net Basics - For MAPP Participants (Web-Based)" is now available. Instructions on how to access the training were sent via E-mail to departmental human resources managers on May 24, 2009. The Web-based training provides instruction on accessing the Performance Net, and it demonstrates how to develop and manage goals, create a self-assessment, and rate employee performance online. This training complements the instructor-led classes that some department heads, chief deputies, and human resource administrators have taken. Taking the online instruction will serve as a refresher for some and as an introductory guide to the Performance Net for most.

### **Timeframes for 2008-09 Self-Assessments and 2009-10 MAPP Goals**

- Department Heads' **2008-09 Self-Assessments** are due to respective DCEOs no later than **July 7, 2009**. The **2008-09 annual evaluations** will be completed using the **current hard copy Department Head MAPP forms**.

*"To Enrich Lives Through Effective And Caring Service"*

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- Department Heads' **2009-10 Goals** need to be discussed with respective DCEOs and **entered into Performance Net** no later than **July 21, 2009**.

Questions regarding this process can be directed to Ellen Sandt, at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov), or Martin Zimmerman at (213) 974-1326 or [mzimmerman@ceo.lacounty.gov](mailto:mzimmerman@ceo.lacounty.gov).

Instructions and due dates for Tier I and Tier II MAPP participants will be provided separately by DHR.

WTF:ES:MKZ  
FC:pg

c: Each Supervisor